

Agency Administrators and Timekeepers may have sign-off removed automatically from timecard(s) when needed by using the process below.

**IMPORTANT NOTE: DO NOT use this method during the last 30 minutes before the sign-off deadline. There may not be sufficient time to make any corrections to the timecards if the removal occurs during this time frame.**

**Also, do not attempt to remove sign-offs for 3 hours after the 12 noon deadline as processing will be underway.**

1. Select the employee(s) for sign-off removal. Selecting multiple employees will allow you to scroll through the People Editor and enter the values more efficiently.
  - a. To select one employee, highlight the employee row from any view, or
  - b. To select more than one employee, hold down the **CTRL** key and highlight the employee rows from any view, or
  - c. To select all employees, use the **Select All Rows** icon from any view.
2. Then select **Go To>People Editor>Person>Additional Information**.
3. To remove sign-off, enter one of the following codes in the **Remove Sign Off – P C or B** field:
  - a. **P** – to remove sign-off for **Previous Pay Period**.
  - b. **C** – to remove sign-off for **Current Pay Period**.
  - c. **B** – to remove sign-off for both **Current and Previous Pay Periods**.
4. Select the **Save** button to save the change.
5. If applicable, scroll to the next employee in the list and repeat until complete.

Last Sign Off Removal Request	
Last Sign Off Removal Status	
Remove Sign Off - P C or B	

**NOTE:**

For Arrears employees:

- Previous Pay Period sign-off removal is only allowed prior to the sign-off deadline.
- Current Pay Period sign-off removal is allowed.

For Current employees:

- Previous Pay Period sign-off removal is **NOT allowed**.
- Current Pay Period sign-off removal is only allowed prior to the sign-off deadline.

After a value is entered and saved in the field above, an interface will run every 15 minutes on the quarter hour to process the sign-off removals.

Once the process finishes, all Agency Admins and Timekeepers in the agency will receive an email notification stating the success or failure of each sign-off removal. If the sign-off removal failed, the notification will contain the reason for the failure.

# Automated Sign-Off Removal



After the interface runs, the **Last Sign Off Removal Request** field on the **Additional Information** screen will be updated with the user name, date/time and request type (P, C or B) of the last requested sign-off removal.

Last Sign Off Removal Request	USER: Abbya.admin1; REQ DT: 2018-03-22 11:46; REQ TYP: c
Last Sign Off Removal Status	REQ STAT: Success
Remove Sign Off - P C or B	

In addition, the **Last Sign Off Removal Status** field will be updated with the request status of the last requested sign-off removal. The field will indicate the success of the removal, or the reason for the failure.

Last Sign Off Removal Request	USER: Abbya.admin1; REQ DT: 2018-03-21 13:57; REQ TYP: B
Last Sign Off Removal Status	REQ STATUS: Employee not signed off for current pay period
Remove Sign Off - P C or B	

A successful sign-off removal will be recorded in **Audits** and will display the date and time of the request. The **User** column will contain verbiage to indicate that the sign-off was removed by the import process.

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
3/31/2018		Sign-off Removed							3/22/2018	9:45AM (GMT-06...	Import:N-KRONOS...	Manager External...

A report is available which shows all of the requests to remove sign-off for the agency by selected time frame as well as the user name, date/time and type of request. The name of the report is **Automated Sign-Off Removal** and is accessible from **Reports Manager**.

Automated Sign-Off Removal						
Agency: 001						
From Date: 03/01/2018 Through Date: 03/22/2018						
Emp #	Emp Name	SO Removal Type	Requested By	Date Requested	Date Processed	Request Status